

### **13. BASIC FUNCTION OF THE POSITION:**

This Foreign Service National position is located in the Health and HIV/AIDS Office of USAID Vietnam in Hanoi. The primary focus of this position is on HIV/AIDS care and treatment activities managed by USAID/Vietnam. Under the general supervision of the AIDS Technical Advisor for Care and Treatment Programs, the incumbent will serve as an important member of the USAID/Vietnam team.

The incumbent's duties/responsibilities will involve full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS care and treatment area. The incumbent will collaborate and coordinate with Mission colleagues in the USAID Regional Mission in Thailand. Additionally, the incumbent will interact with the Office of HIV/AIDS and the ANE Bureau in Washington DC. S/he will also collaborate with colleagues from the local donor community and from national governmental and non-governmental organizations. The majority of the incumbent's time will be spent in Hanoi, with regional duties assigned as the HIV care and treatment strategies and programs in the region evolve (i.e. office support and/or advising).

Based on the technical nature of the responsibilities/duties of this position, the incumbent will receive technical guidance from the AIDS Technical Advisor for Care and Treatment Programs, the HIV/AIDS Program Manager and the Country Program Manager. The incumbent will assist in: program management and evaluation, liaising with donors, partners and Ministries of Health and Labor, Invalids and Social Affairs (MOLISA) officials, and identification and resolution of issues affecting overall program performance. The Care and Treatment Specialist will work collaboratively with USAID/Vietnam's multiple implementing partners, especially those working in HIV/AIDS (currently Family Health International, the POLICY project, International Center for Research on Women (ICRW) etc.). S/he will be required to coordinate meetings, assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS activities. The incumbent will also carry out these activities occasionally in a "backstopping" capacity, and will also coordinate occasionally with Ambassadorial and State Department site visits and meetings.

The incumbent will be expected to keep USAID apprised on the status of HIV/AIDS activities, new approaches and issues. This may be accomplished through periodic written reports, verbal briefings or by providing comments on other reports.

The incumbent will be closely supervised and monitored in the performance of the duties during the authorized probationary period, in compliance with the guidance contained in the Local Employees Handbook and established Mission practices.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of the Care and Treatment Specialist will include, but are not limited to the following: A) Program Design and Implementation; B) Activity Management and Technical Assistance; C) Monitoring and Evaluation; and D) Other Project Support.

##### **A. ACTIVITY MANAGEMENT AND TECHNICAL ASSISTANCE: (60%)**

**Care and Treatment Activity Management:** Under the direction of the AIDS Technical Advisor for Care and Treatment Programs, the incumbent will be responsible for all of the following activities: 1) Responsible for conducting routine visits of project sites and activities; 2) Respond to requests of partners (i.e. MOH, MOLISA, WHO, other agencies and NGOs); 3) Articulate and justify care and treatment and HIV/AIDS prevention activities to the GOV and other donors; 4) Assist in the development of sustainability strategies designed to facilitate greater impact of NGO activities; 5) Provide direction and capacity building to local NGOs; 6) Assist in providing direction to HIV/AIDS prevention as it relates to care and treatment; 7) Participate in meetings with partners including other donors; 8) Organize donor coordination events in support of project activities; 9) Draft official USAID documentation such as the Congressional Budget Justification and Annual Reports, Action Memos, Justification, Implementation Letter (IL), Acquisition documents (MAARDS) and others; 10) Recommend actions to HIV/AIDS partners regarding program activities and follow up on these recommendations to ensure that they are carried out accurately; 11) Facilitate communications amongst and between USAID/Vietnam cooperating agencies and their local partners; 12) Responsible for timely reporting of project accrual information; 13) Review financial reports from HIV/AIDS program partners giving particular attention to the data pertaining directly to activity and financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding); 14) Advise Supervisor on financial amendments to agreements; 15) Coordinate with other Emergency Plan Agencies: CDC, DOL, DOD, and OGAC.

**Care and Treatment Programs Technical Assistance:** The incumbent will provide programmatic and technical assistance for HIV treatment, care and support activities. To fulfill this responsibility, s/he will collect input from the AIDS Technical Advisor for Care and Treatment Programs. The incumbent will maintain current knowledge and information on HIV treatment and care, including antiretroviral therapy, treatment and prevention of opportunistic infections; familiarity with HIV prevention, treatment and support programs in poor-resource settings; knowledge of clinical, ethical, policy and trade issues involved in HIV/AIDS programming in Vietnam and in the region. The incumbent will cooperate with the HIV/AIDS-related cooperating agencies and the AIDS Technical Advisor for Care and Treatment Programs to monitor their yearly work plans and will provide suggestions on the details of implementation of these work plans.

**Partner Communications and Liaison:** The incumbent will be the secondary liaison with care and treatment programs on behalf of USAID/Vietnam. To fulfill this

responsibility, s/he will help to facilitate communications amongst and between USAID/Vietnam's cooperating agencies and their local partners in a timely manner. These communications will be carried out in English and/or Vietnamese as the situation requires. Communication can be in person, by phone, or in writing. The purpose of contact will be: 1) to maintain regular communications regarding the timely management of activity functions and procedures; 2) to collect, obtain, and verify factual information pertaining to program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); 3) to assist in the monitoring and evaluation of existing activities in care and treatment.

**B. PROGRAM DESIGN AND IMPLEMENTATION: (20%)**

The incumbent will be expected to provide programmatic and technical support for comprehensive HIV care and treatment activities. Specific activities include, but are not limited to: 1) Assist in the design of new innovative activities and promote state-of the-art on HIV prevention, care and support, treatment and conduct on-going analysis of HIV/AIDS issues in country; 2) Participate in drafting, reviewing and approving program descriptions, scopes of work and other related technical documents as they relate to project activities; 3) Design appropriate means of tracking specific field support activities and make suggestions on the specific details of implementation with recommendations for improvement; 4) Provide technical insight, feedback and collaboration on the implementation of the Vietnam Strategy; 5) Advise on care and treatment.

**C. MONITORING AND EVALUATION: (10%)**

**Monitoring & Evaluation:** The incumbent will support the regular monitoring and evaluation of HIV/AIDS partner activities in conjunction with the FSN M&E Advisor and the CDC M&E Advisor. The incumbent will help to collect quarterly and annual programmatic and financial reports from care and treatment program partners. S/he will assist in the review of these reports and will pay particular attention to the data pertaining directly to activity indicators and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will work closely with the HIV/AIDS Program and the Regional Mission Office of Financial Management to review and assess monthly accrual reports by learning the accrual spreadsheet format and by cross-checking data.

**Performance Monitoring Plan:** The incumbent will contribute to data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans, in conjunction with the AIDS Technical Advisor for Care and Treatment Programs and the Country Program Manager. To fulfill this task, the incumbent's duties/responsibilities will include but are not limited to: 1) tracking the collection of care and treatment performance data; this data will come from numerous sources such as USAID/Vietnam's cooperating agencies, local partners, and other international organizations; 2) preparing inventories of current indicators, information collected, and information still needed; 3) devising more efficient methods for collecting information, 4) verifying that the data is verifiable and accurate; and 5) determining that the information gathered is in accordance

with the indicators of the annual report and related performance monitoring plans. The incumbent will use HIV/AIDS partner reports to contribute quantitative and qualitative input into the Mission's Annual Report.

#### **D. ADDITIONAL PROJECT SUPPORT (10%)**

Under the direction of the Country Program Manager and the AIDS Technical Advisor for Care and Treatment Programs, the incumbent will provide support to USAID/Vietnam in a wide variety of assigned tasks which will require the incumbent's unique skill set. As requested, s/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance. This can include but is not limited to: 1) monitoring selected components of complex HIV/AIDS activities in order to provide recommendations to the Technical Advisor; 2) serving as the HIV/AIDS Area member on selected Mission Teams which impact the sector; 3) following up with the other Program Assistants on project support activities; 4) preparing initial drafts of activity documents (such as scopes of work, briefing papers); 5) drafting and finalizing project-related correspondence and documents for signature by the AIDS Technical Advisor for Care and Treatment Programs, HIV/AIDS Program Manager or for the appropriate USAID staff; 6) contributing to the USAID/Vietnam annual and semiannual performance reviews on project objectives and methodology paying particular to the necessary inputs and expected results covering economic, social, cultural, and technical factors; 7) drafting technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators; 8) maintaining contact and dialogue with high ranking government health officials, donor organizations, as well as nongovernmental organizations (NGO) based on guidance from the AIDS Technical Advisor for Care and Treatment Programs; and 9) organizing donor coordination events in support of project activities.

#### **15. REQUIRED QUALIFICATIONS:**

**a. Education:** Possession of a University/College Degree (i.e. Bachelors Degree) in the field of Medicine or Nursing. Possession of an advanced Degree (Masters, PHD, or MD) in a public health related field such as medicine, nursing, Health Sciences and Administration is highly preferred. Clinical background and experience is required.

**b. Prior Work Experience:** The incumbent is required to have worked a minimum of 2 to 3 years in progressively more responsible positions in the field of public health and development with at least 1 year in oversight, design and implementation of HIV care and treatment programs. Prior work experience with an international organization or donor would be advantageous.

**c. Post Entry Training:** The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position.

**d. Language Proficiency:** Level V, strong written and oral proficiency in English is required. Level V (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government health officials at the Senior Minister level and lower; 3) numerous international and local health organizations, donors and other embassies; 4) the USAID-Washington based Global Health Bureau and Asia Near East Bureau; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

**e. Knowledge:** A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs is required. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. In addition, the incumbent should have a good understanding of education on sexual health and human rights as well as policy and advocacy issues.

**f. Skills and Abilities:** The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) furnish information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) type accurately; 7) edit documents, 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders in the non-governmental arena in order to explain USAID HIV/AIDS-specific project/program policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to HIV/AIDS and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID/Vietnam's overall Strategic Objectives. The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Vietnam's implementing partners, and with national counterparts; 2) work calmly, tactfully and effectively under pressure; 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time in the performance of HIV/AIDS Project(s) management; and 4) work effectively as a team member in an established culturally diverse team environment. The incumbent must

be willing and able to travel extensively throughout Vietnam and the Mekong Region as/when necessary or requested in direct support of USAID/Vietnam and regional program Strategic Objectives and Goals.

**g. Physical Condition:** The incumbent must be in good physical condition, willing and able to travel within Vietnam and regionally by car, boat and plane for extended periods of time, as requested or necessary.

## **16. POSITION ELEMENTS:**

**a. Supervision Received:** The Care and Treatment Program Specialist will work under the general supervision of the AIDS Technical Advisor for Care and Treatment Programs. The additional USAID/Vietnam Program Assistants and the Country Program Manager will provide technical guidance as/when necessary. In collaboration with the incumbent the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate USAID/Vietnam team members. As the incumbent is expected to work with a certain degree of independence, he/she must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required or necessary. The incumbent must be proactive and have self-directives.

**b. Available Guidelines:** The incumbent is required to understand Mission and Agency-specific policies and procedures, which govern Project Activity Management in addition to the USAID/Vietnam established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor, and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall HIV/AIDS activities, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement Regulations, and USAID Program Strategy and Policy Documents. In addition, the AIDS Technical Advisor for Care and Treatment Programs, HIV/AIDS Program Manager, USAID/Vietnam team members, Regional Mission technical support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.

**c. Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with

USAID/Vietnam office and Regional Mission office personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector, in overseeing contractor activities and coordinating multi-sectoral efforts in support of USAID/Vietnam development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

**d. Authority to Make Commitments:** The incumbent will have no independent authority to commit U.S. Government (USG) (USAID/Vietnam) funds on behalf of the U.S. Government or the USAID Regional Mission.

**e. Nature, Level and Purpose of Contacts:** The incumbent will be required to maintain solid working relationships with Regional Mission personnel and USAID/Vietnam employees to function effectively. The incumbent will be required to work closely with: 1) USAID/Vietnam staff, US Embassy in Hanoi and US Consular staff in Ho Chi Minh City, national governmental officials (at the Senior Level and below – i.e. the Minister of Education and Secretaries of State) and non-governmental officials (such as Directors of NGOs and community organizations), private sector representatives, and other foreign donor institutions (i.e., WHO, DFID, JICA, etc). The established method of communication/contact will be in person, by phone or written communications. The purpose of contact will be: 1) to maintain open lines communication in support of HIV/AIDS issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) to monitor and evaluate existing activities in HIV/AIDS on a regular basis. The purpose of contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners. Consultations between the incumbent and partners can be held for explaining and assisting with strategizing project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take actions and accept recommendations.

**f. Supervision Exercised:** This position is designated as non-supervisory.